

FORM A

Request for Certificate of Release (prior mortgage)

Date: _____

FROM: Name: _____
 Company: _____
 Street address: _____
 City, state, zip: _____
 Phone: _____
 FAX: _____
 e-mail: _____

TO: Title Guaranty Division
 Iowa Finance Authority
 200 East Grand Ave., Suite 350
 Des Moines, IA 50309

The undersigned requests that the Title Guaranty Division, Iowa Finance Authority, issue a Certificate of Release for the following described mortgage and submit the following information and documents:

1. The undersigned is (check one):
 ☐ a licensed attorney
 ☐ a licensed real estate broker,
 ☐ a Title Guaranty Participating Abstractor; or
 ☐ a person licensed to regularly lend moneys to be secured by a mortgage on real property in the state of Iowa.
2. The mortgage was paid in full in accordance with one of the following [select one]:

 ☐ By someone other than the real estate lender or closer requesting the certificate.
 [Attach legible copies of documentation to support this claim; for example, records held by mortgagor or an affidavit by someone who knows the facts.]

 (or)

 ☐ By the real estate lender or closer under a previous transaction.
 [Attach legible copies of documentation from the previous transaction showing payment if available or such other evidence as may be available.]
3. As of the date of this request for Certificate of Release, no effective mortgage release appears of record.

4. The original principal amount of the mortgage was in the amount of \$ _____

5. The name and last known mailing address of the mortgage servicer is:

or

Service by certified mail on the mortgage servicer is not possible because the last known address of the mortgage servicer is unknown and after exercising due diligence the undersigned was unable to locate an address for the mortgage servicer.

[Attach affidavit "FORM C" so stating to this request.]

6. The mortgage is described and identified as follows:

Loan number, if known: _____

Name of mortgagor(s): _____

Name of original mortgagee (lender): _____

Date of the original mortgage: _____

Recording date of original mortgage: _____

Recording information of original mortgage:

Volume/Book _____ Page _____

Instrument Number _____

County where recorded: _____

Other applicable recording information: _____

IF THE MORTGAGE HAS BEEN ASSIGNED COMPLETE THE FOLLOWING FOR THE LAST ASSIGNMENT OF RECORD:

Name of assignee taking the last recorded assignment: _____

Date of the last recorded assignment: _____

Recording date of the last recorded assignment: _____

Recording information of the last recorded assignment:

Volume/Book _____ Page _____

Instrument Number: _____

County where recorded: _____

Other applicable recording information: _____

STATE OF IOWA

COUNTY OF _____

I, _____, being first duly sworn on oath depose and state that I am [Name and Title] _____. I have read the averments and statements contained in the foregoing Request for a Certificate of Release and attachments. The statements and averments contained in the request for Certificate of Release and the attachments are true and correct as I verily believe. I am executing this Request for a Certificate of Release and making the representations contained therein of my own free act and of my own free will and I am not under the influence of alcohol, drugs, or any other medication or substance which could impair my judgment. I acknowledge that I have adequate authority to make and file this Request for a Certificate with the attachments with the Title Guaranty Division of the Iowa Finance Authority.

The undersigned further understands that the Title Guaranty Division, Iowa Finance Authority, is solely relying on the information that the undersigned is providing in this request to issue a Certificate of Release of the mortgage described in this request and that the undersigned may be held liable for any information that has been provided which is inaccurate or in error, either intentionally or unintentionally, and which causes damages to the Title Guaranty Division, Iowa Finance Authority, a monetary claim, or other liability, expense or otherwise.

Signature: _____

Typed Name: _____

Title: _____

SUBSCRIBED AND SWORN TO before me on this ____ day of _____, 20__.

NOTARY PUBLIC in and for said County
and State